



SUSTAINABLE TRAVEL GRANT FOR BUSINESSES

Application Form

The sustainable travel grant is to assist businesses to implement measures that help achieve sustainable travel choices, including walking, cycling, car sharing, public transport and working anywhere. Businesses can apply for a grant of up to £5,000 but they are expected to match fund the project from their own sources.

We welcome your pre application enquiries. Please contact:

Janet Dyer 0116 454 2813 email: janet.dyer@leicester.gov.uk

Hannah May: 0116 454 2817 email: hannah.may@leicester.gov.uk

Closing date for the receipt of completed applications: 31st March 2020

1.1 Name of Organisation:

1.2 Address:

1.3 Senior Responsible Owner:

(Senior person in your organisation responsible for the delivery of the project)

Name:

Position in your organisation:

1.4 Bid Manager

(Name of the person with day to day responsibility for delivering the proposed project)

Name:

Position in your organisation:

Telephone:

E-mail:

2.1 The reason why the project is needed: Please provide brief details of why the project is needed. E.g. 'our business wants to encourage employees to make fewer single-occupancy car journeys, so a car share scheme is needed' or 'employees wish to cycle to work'.

2.2 Evidence: Is there any evidence to support the project? E.g. a staff survey highlighted the need for additional cycle parking and facilities.

2.3 What percentage of staff travel to work by:

Walking Cycling Train Bus Motorbike Car

2.4 How many employees do you employ?

3.1 Please give brief details of your proposed project and what it aims to achieve.

3.2 Average number of people travelling to the site per day:

Employees Visitors

3.3 Is this proposal required to comply with a condition of planning approval?

Yes No

If yes, please give details.

4.1 Please detail your project costs:

Capital elements	£
Revenue elements	£
Total	£

4.2 How much funding are you requesting from the Sustainable Travel Grant? Up to 50% of your project costs. Maximum £5,000

5.1 Outputs and Outcomes: *Please outline what you hope to achieve. For example, an output could be to install 1 cycle shelter, 20 employees cycle to work at least 8 times a month or launch a car share scheme with 20 active members within three months. The outcome in this example is that there are fewer single-occupancy car journeys being made by employees.*

6. Project evaluation

How do you intend to monitor your project?

How do you intend to evaluate the outcomes of your project?

7.1 Please sign to confirm that, should your application be successful, you agree to the terms and conditions below.

Signed:

Date:

Print name:

Position in organisation:

Please submit your application, together with any supporting documents to:

Post: Sustainable Travel Grants
Transport Strategy
Leicester City Council
2nd Floor, Rutland Wing
City Hall
Charles Street
Leicester. LE1 1FZ

Email: janet.dyer@leicester.gov.uk
hannah.may@leicester.gov.uk

Terms and Conditions

1. Grant funding must be used solely for the project agreed. Leicester City Council reserves the right to reclaim unspent monies or monies spent on projects not within the agreed grant.
2. The contribution of Leicester City Council is to be recognised in any publicity or promotion of the project.
3. All press releases in connection with the project must be agreed with Leicester City Council.
4. The Choosehowyoumove logo should be incorporated, as agreed. The phrase part funded by the Department for Transport should also be incorporated in any written publicity.
5. Leicester City Council will require 'before and after' photographs, where appropriate.
6. Submission of monitoring information, as agreed.
7. Ownership and future maintenance of the project to be the responsibility of your business unless specifically agreed exceptions in the award letter.

Privacy Statement

DATA PROTECTION ACT 2018/GENERAL DATA PROTECTION REGULATION 2016 & FREEDOM of INFORMATION ACT 2000

Personal data supplied on the Sustainable Travel Grant Application Form will be held on computer and will be used in accordance with the Data Protection Act 2018 for statistical analysis, management, planning and in the provision of services by the City Council and its partners. The information will be held in accordance with the Council's records management and retention policy. For more information about how the Council uses your personal data, please look at our privacy notice at: <https://www.leicester.gov.uk/your-council/how-we-work/our-website/privacy/>

Information contained in the Sustainable Travel Grant Application Form may be subject to disclosure in response to requests received under the Freedom of Information Act 2000 although certain exemptions (lawful reasons not to disclose) from release do exist including where the information provided is protected by the Data Protection Act 2018.

This application form and other information about travel in Leicester and Leicestershire can be found at www.choosehowyoumove.co.uk